

Training and Evaluation Outline Report

Task Number: 12-9-1256

Task Title: Monitor Postal Services

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The sustainment command is deployed in support of an operational theater to provide sustainment to designated forces within a specified area. The supported command's operations order (OPORD) deployment order directs the sustainment command to provide/coordinate postal support for specified forces during the deployment on an area basis. The Human Resources Sustainment Center (HRSC) within the Support Operations (SPO) Section, has staff responsibility to monitor postal support activities required for deployed units and elements. The commander issues planning guidance for postal services to be provided to units within the specified area. Unit Standing Operating Procedures (SOPs) are available. The section has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all automated personnel systems. Communications are established with subordinate and adjacent units, and higher headquarters. Mission command information systems are operational and passing information in accordance with tactical standing operating procedures. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Verify that postal elements are dispatching pro-grade mail to supported units within 24 hours of receipt or as allowed by the tactical situation. Verify retrograde mail is dispatched in accordance with (IAW) Military Postal Services Agency (MPSA) and theater commander guidance, as transportation assets permit. Verify postal elements are adequately staffed and equipped to handle current and projected mail loads. Verify postal elements are positioned to minimize transportation requirements and provide maximum unit access to postal services.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. Director, HRSC reviews postal support for area of operations.
 - a. Verifies current support requirements.
 - b. Monitors future planning requirements.
 - c. Provides planning guidance to staff.
 - d. Determines commander's critical information requirements (CCIR) and desired reporting frequency.
 - e. Briefs commander and higher headquarters on postal operational status.
2. POD personnel monitor postal operations within area of operations.
 - a. Receive chief's planning guidance.
 - b. Review OPOD/Plan for postal support requirements.
 - c. Verify establishment of the Military Mail Terminal, if applicable.
 - d. Review subordinate SPOs postal support plans.
 - e. Establish liaison with ASCC G1 Postal Section.
 - f. Establish liaison with higher headquarters, lateral, and subordinate SPOs.
 - g. Maintain a running estimate.
3. POD personnel monitors status of postal elements.
 - a. Review rules of allocation.
 - b. Verify status of supporting Human Resources Companies (HR CO).
 - c. Verify status of Military Mail Terminal (MMT) team, if applicable.
 - d. Verify personnel status and locations of postal platoons.
 - e. Verify status of postal equipment and supplies.
4. POD personnel monitor logistical support for postal activities.
 - a. Verify recurring transportation support for MMT and Army Post Offices (APO) is adequate for mail volume, when not contracted.
 - b. Verify life support and facilities support for postal elements is adequate for operations, when not contracted.
 - c. Coordinate with POD for augmentation or replacement of postal equipment and/or supplies.
5. HRSC personnel coordinate postal policies and procedures.

- a. Receive technical guidance and policies from POD, HRSC.
 - b. Review current and revised guidance for impact.
 - c. Supplement instructions for application within area of operation, as required.
 - d. Distribute technical guidance to subordinate HROBs and MMT, if applicable.
6. HRSC personnel monitor recurring postal reports.
- a. Ensure that subordinate HROBs are aware of CCIR and including required elements in reports.
 - b. Verify subordinate HROBs are receiving and providing required reports, as appropriate.
 - c. Assist in developing reporting items and formats and reporting timeline, if not specified by high headquarters/requiring activities.
 - d. Provide assistance to reporting elements, as required.
7. HRSC personnel monitor postal operations.
- a. Review processed mail volume.
 - b. Review mail delivery times.
 - c. Review personnel availability and equipment status.
 - d. Monitor postal incidents and loss reports.
 - e. Track changes or projected changes to postal support requirements.
 - f. Analyze all postal data to identify trends, problem areas, and shortfalls.
 - g. Develop courses of action to offset identified shortfalls or problem areas.
 - h. Assist subordinate HROBs in implementing courses of action.
 - i. Brief chief, HROB on any identified shortfall and problem areas.
 - j. Maintain a running estimate.
8. HRSC personnel support unit G1/S1s.
- a. Provide G1/S1s current postal policies or procedures.
 - b. Provide G1/S1s changes or proposed changes to postal policies or procedures.
 - c. Coordinate projected changes in postal support, as required.
 - d. Review and coordinate requests for designated mail distribution points with HROB, SB.

- e. Review and coordinate requests for special postal services with HROB, SB.
 - f. Acquire support G1/S1s' assessments of postal support received.
9. HRSC personnel coordinate postal support capabilities.
- a. Review OPOD/Plan for current and projected postal support requirements.
 - b. Review rule of allocations and any previous exceptions.
 - c. Review current and programmed force allocations.
 - d. Develop force requirements, to include postal equipment and supplies.
 - e. Coordinate planning assessments with subordinate HROBs and POD, HRSC.
 - f. Develop courses of actions.
 - g. Brief COAs to chief, HROB.
 - h. Coordinate requests for increase/decrease of postal personnel, equipment, and/or supplies, as appropriate, with subordinate HROBs and POD, HRSC.
 - i. Track requests for forces, equipment/supplies, and arrival dates, as appropriate.
 - j. Monitor support provided by other SPO staff activities or lateral units to postal activities.
 - k. Maintain a running estimate.
10. HRSC personnel monitor postal inspections of APOs.
- a. Coordinate with POD, HRSC for changes in procedures or policies and areas of special interest.
 - b. Verify all subordinate HROBs are aware of postal inspection plan.
 - c. Verify all APOs, to include MMT, if applicable, are included in the postal inspection plan.
 - d. Verify HR COs and APOs have current postal policies and procedures.
 - e. Track inspection results.
 - (1) Review inspection reports for trends and/or problem areas.
 - (2) Review action taken to correct inspection results.
 - f. Assist subordinate HROBs in correcting or improving deficiencies noted.
 - g. Monitor follow-up inspections, as required.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Director, HRSC reviewed postal support for area of operations.			
2. POD personnel monitored postal operations within area of operations.			
3. POD personnel monitored status of postal elements.			
4. POD personnel monitored logistical support provided postal activities.			
5. POD personnel coordinated postal policies and procedures.			
6. POD personnel monitored recurring postal reports.			
7. POD personnel monitored postal operations.			
8. POD personnel supported unit G1/S1s.			
9. POD personnel coordinated postal support capabilities.			
10. POD personnel monitored postal inspections of APOs.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-420-7005	Coordinate Theater Postal Operations	805C - Adjutant General (Individual)	Superseded
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1
	P99881	Processor Group Signal Data: (CAISI 2.0) OL-701A/TYQ	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).